



career opportunity

California Department of Technology

Human Resources Branch / Policy & Projects Unit
Administration Division

Associate Personnel Analyst / Associate Governmental Program
Analyst / \$4,488 - \$5,618

Will consider

Staff Services Analyst / \$2,873 - \$4,671

Final File Date: 1/2/2015

Who Are We?

Operating within the California Department of Technology, the Administration Division provides critical administrative support to all of the department's divisions and offices. We provide the correct staffing resources and the funding needed to meet the service delivery and support requirements of our 500 state, county, and federal customers. We are on the front lines of providing many important services the department depends on, including budgeting, rates development, accounting, financial reporting, facilities management, procurement, and human resources.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all of our talented staff. We are located in the Rancho Cordova area and offer free parking.

What You'll Be Doing...

As the Associate Personnel Analyst (APA), under the general direction of the Human Resources (HR) Branch Policy & Projects Unit Manager (Staff Services Manager I) (SSM I), you will exercise a high degree of initiative, independence, and originality in performing the more complex consultative and analytical duties. You will be responsible for assignments and complex projects associated with HR programs. This includes, but is not limited to, policies and procedures development, business process review and improvements, communications, strategic planning, program development, and training development and delivery. Project management responsibilities include the coordination of activities and project lead; work plan and project schedule development and monitoring; meeting facilitation; project tracking, evaluation, and reporting; devising implementation strategies; and developing performance measurement methodologies. The Associate Personnel Analyst will create and maintain project plans, timelines, and other project-oriented documents to track progress while ensuring the timely completion of all identified milestones and tactics.

The Staff Services Analyst (SSA) duties will be adjusted if position is filled at the SSA level.

For a more complete description of what your daily responsibilities will be, click on [Associate Personnel Analyst](#) / will consider [Staff Services Analyst](#).



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Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- Excellent written and verbal communication skills
- Excellent research and analytical skills
- Excellent interpersonal and customer service skills; personable and tactful in dealing with a variety of circumstances and individuals
- Excellent organizational skills
- Excellent project management and facilitation skills
- Prior Human Resources experience
- Ability to develop and orally deliver presentations and training curricula to small and large groups
- Ability to create useful, high-quality, professional documents and resource tools
- Ability to organize and establish workload priorities and work well under pressure
- Ability to exercise a high degree of creativity, initiative, and flexibility
- Dependable and punctual, with an excellent attendance record
- Knowledge of modern office methods and equipment, including experience with personal computers and using software such as Microsoft Outlook, Word, Excel, PowerPoint, Adobe, Publisher, etc.
- Ability to work in a fast-paced environment with changing priorities and be able to multi-task
- Ability to work independently and cooperatively in a group setting.
- May be required to travel for meetings and/or training.

How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY
P. O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Ann, RPA 14-119
Inquiries: Mui Hoang 916-431-4096

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

If you are new to state service, you must take, pass, and place within a reachable rank of the exam which corresponds with the **Associate Personnel Analyst / Associate Governmental Program Analyst / Staff Services Analyst** classifications. These exams can be accessed at the California Department of Human Resources' website at <http://www.jobs.ca.gov>.

The Fine Print...

Applications will be accepted only from individuals currently at the **Associate Personnel Analyst / Associate Governmental Program Analyst / Staff Services Analyst** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered.

